

**Community Preservation
Committee**

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
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www.acton-ma.gov

April 20, 2006

Mr. Bill Schumacher
Habitat for Humanity North Central Massachusetts, Inc.
Acton Local Project Committee
5 Knowlton Drive
Acton, MA 01720

**Re: 2006 CPA Project Funding – Site Preparation and Construction for Habitat for
Humanity Home**

Dear Mr. Schumacher:

Congratulations to Habitat for Humanity North Central Massachusetts, Inc. (Habitat) and its Acton Local Project Committee on being a recipient of 2006 Community Preservation funds (CPA funds). Your effort and cooperation during this year's project selection process helped secure the overwhelming support at the Annual Town Meeting for the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town contact person assigned to your project is Roland Bartl, Town Planner. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for your project is available immediately following the release date of this letter, however:
- Up to \$35,000 of CPA funds shall be disbursed to Habitat after receipt by the Town contact person of the following documentation and written promises:

a) that Habitat owns a property in Acton for the purpose of constructing a home or homes, or has secured a legally binding interest to acquire such a property in Acton with an instrument sufficient in the opinion of the Board of Selectmen or its designee;

b) that the Acton Board of Selectmen has found said property suitable and appropriate for an affordable housing unit(s) based on location, neighborhood context, site conditions, and other relevant factors;

c) that Habitat has received a building permit for the home(s) on the property that the Selectmen found suitable and appropriate;

d) that Habitat has granted to the Town of Acton an affordable housing deed restriction for said home(s) and property, which shall be a restriction in perpetuity, restricting the home(s) and property as low or moderate income housing in accordance with M.G.L. Ch.40B for qualifying purchasers with a combined household income at or below 55% of the Boston Primary Metropolitan Statistical Area median income, and is in form and contents acceptable to the Board of Selectmen;

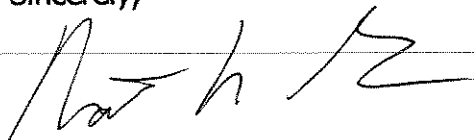
e) that, when selecting an eligible purchaser for the unit(s), Habitat will to the extent allowed by law follow Acton's local preference criteria as last revised on January 22, 2004; and

e) written documentation executed by Habitat, in a form acceptable to Town Counsel, agreeing that, in the event that Habitat fails to deliver within three years after receipt of the CPA funds a housing unit as conditioned herein with a valid occupancy permit issued by the Acton Building Commissioner, Habitat shall repay the total sum of CPA funds disbursed to Habitat, plus 12% annual interest.

- Funds cannot be released until the Board of Selectmen has signed the Accounts Payable Warrant at a public meeting.
- Any significant changes to the project from what you represented in your application and during the project selection process and as further specified herein shall require CPC approval. Please contact Roland Bartl, Town Planner (978-264-9636; rbartl@acton-ma.gov) to help determine what change is significant, and if necessary to schedule an appointment with the CPC.
- Upon full completion of the project, you must certify completion in writing to the assigned staff person. Once he receives your certification, your project account will be closed and no further funds shall be available for this project.
- Any CPA funds awarded to this project and not used upon project completion will be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is exciting for Acton citizens to know where their CPA funds are being spent. It is also essential that the CPA remains strong at the State level. Therefore, the CPC asks that you make every effort to credit the source of this funding in promotional materials and with signs at the project location stating **"This project has been generously supported by the Town of Acton Community Preservation Fund."** If possible, submit a letter to the Beacon detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 264-9636. Finally, please sign and return to Roland Bartl, the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,



Matt Lundberg
Chair
Community Preservation Committee

cc: Board of Selectmen
Conservation Commission
Historical Commission
Planning Board
Acton Housing Authority
Megan Foley, Habitat for Humanity North Central Massachusetts, Inc., Mass Innovation
Center Campus, One Oak Hill Road, Fitchburg, MA 01420
Roland Bartl, Town Planner
Karen Kukala, Assistant Finance Director

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Re: 2006 CPA Project Funding – Site Preparation and Construction for Habitat for Humanity Home; up to \$35,000.

Habitat for Humanity North Central Massachusetts, Inc., accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Mr. Bill Schumacher
Habitat for Humanity North Central Massachusetts, Inc.
Acton Local Project Committee
5 Knowlton Drive
Acton, MA 01720

Dated: _____, 2006